

Administration Officer

Basis of employment:	Part time (up to 32 hours per week – days/hours negotiable) – 12 months fixed term
Work area:	Business Support Team
Reporting to:	Operations Manager
Location:	Camberwell, Melbourne
Remuneration:	\$60,000 - \$65,000 FTE (including superannuation)
Closing date:	Monday 30 th August 2021
Position reference:	ADMINMELB2021

ABOUT RMCG

RMCG is a thriving consultancy business with 60 professional staff across Victoria, Tasmania, NSW and ACT. We consult on a range of community, environmental and agricultural issues. We are a dynamic team with skills in regional development, natural resource management, land use planning, economics, social research, recycled water and waste management, integrated water management, strategic planning and agriculture.

Our company culture is really important to us. We are friendly, supportive and enjoy coming to work. Our culture is supported by exceptional conditions including lunches every day, paid parental leave, income protection insurance and staff profit share. We value work/life balance and we offer a highly flexible approach to work management.

WHAT WE ARE LOOKING FOR

RMCG is looking for a highly capable Administration Officer to:

- Work within the Business Support Team (BST) to provide cross-business support and administrative assistance to the business
- Provide local administrative support to RMCG's Melbourne team
- Operate in a team environment to collectively contribute to the business functioning effectively and efficiently

Key attributes are:

- Experienced and highly proficient in the Microsoft Office suite
- High attention to detail
- Excellent communication and organisational skills
- Self-motivated, yet team focused
- Being autonomous with simple decision-making and priority setting
- Friendly, positive and enthusiastic can do attitude

PRIMARY FUNCTIONS OF THE POSITION

Consultant support

- Assist consultants with document preparation, proofreading and editing, format and layout of reports that is consistent with RMCG's style guidelines
- Providing advanced word and excel assistance and assisting with the preparation of presentations using PowerPoint
- Assisting with the design and development of marketing materials (i.e. brochures, capability statements, flyers, invitations) that are consistent with branding guidelines
- Organising travel and accommodation for staff
- Arranging meetings, appointments and catering
- Organising professional development registrations
- Archiving completed projects on a regular basis.

Administration

- Ensure office amenity is of a high standard i.e. keeping the office, boardroom and kitchen tidy and manage cleaning services
- Providing proactive support to consultants, assisting with general troubleshooting and providing support with business systems i.e. Accelo and PowerBI
- Organising and providing lunch supplies for staff on a daily basis
- Contributing to a positive workplace culture by organising supplies for milestone events such as birthdays, tenure of service, EOFY and Christmas functions
- Completing day-to-day administrative tasks as required such as scanning, copying, emailing, filing and receiving correspondence
- Reception duties including welcoming guests and answering calls from external clients
- Sorting, recording, posting and circulation of daily mail
- Ordering stationery and other office supplies
- Undertake other business related tasks as requested.

QUALIFICATION REQUIREMENTS

A relevant qualification in Business Administration and/or administrative work experience is preferred, however new graduates will also be considered for a 12 month internship.

SALARY

The remuneration package for the position will be negotiated with the preferred applicant, however will be in the range of \$60,000 - \$65,000 (FTE) inclusive of superannuation.

APPLICATIONS

To be considered for this position, please send:

- A succinct summary (in letter format or a separate document) highlighting why we should employ you – taking into consideration '*what we are looking for*' and the '*primary functions of the position*' as described above.
- A CV (no more than 2 pages) listing qualifications, previous experience and the names of two referees.

ENQUIRIES

Enquiries are welcome and are to be directed to:

Mandy McIntosh, Operations Manager
0438 532 110

APPLICATIONS

Applications should be sent to Mandy McIntosh at:

mandym@rmcg.com.au